

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

SECRETARY FOR RESOURCES  
P.O.BOX 944246  
SACRAMENTO, CA 94244-2460



Employee Name	SCARBOROUGH, KAREN
Expense Dates	12/02/09-12/02/09
Total Expense Amount	393.20
Amount Due Employee	46.00
Form ID	TEA000556515

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/02	Taxi Fare	25.00	
2)	12/02	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

PATRICK KEMP

# Travel & Expense Account Summary

Employee Name KAREN SCARBOROUGH  
Expense Dates 12/02/09-12/02/09  
Report Name 0540 2009 Scarborough

Request Total \$ 393.20  
Direct Charge Total - 347.20  
Travel Advances - 0.00  
Net Due Employee = 46.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	ACWA	393.20

NOTE: (d)=Direct Charge

DATE	Wed Dec 2									TOTAL
Commercial Air Fare (d)	347.20									347.20
Breakfast	6.00									6.00
Taxi Fare	25.00									25.00
Parking, Auto	15.00									15.00
TOTALS \$	393.20									393.20